

RESUME ID# 126

EMPLOYMENT OBJECTIVE

To secure a Staff Accountant position that will utilize my years in the accounting field with businesses in the manufacturing field. Proficient with Hagen and SAP, AS400 System Environment, Monarch, JD Edwards Accounting, Real World Accounting, and Navision Manufacturing/Accounting Software programs.

EMPLOYMENT EXPERIENCE

Katz Americas, Inc.

September 2007 to June 2011

Cost Accountant

- Audited accounts payable and receivable reports, worked with clerk to correct any issues. Oversaw weekly check run to ensure correct & on time payments
- Analyzed daily and monthly manufacturing time and materials reports for consistency and accuracy
- Performed and reviewed monthly account reconciliations of the balance sheet to the general ledger, and assisted in the preparation of monthly and quarterly reporting packages.
- Assisted with monthly analysis of actual costs to budget and maintain fixed asset ledgers
- Created and prepared various financial reports for the CEO and CFO of the company

Vishay Thin Film

August 2000 to October 2007

Cost Analyst

- Developed and maintained product cost models to be used by management and sales department in contract negotiations.
- Used SAP software to maintain the cost grouping codes, assigned codes to material masters, processed accounts payable transactions, processed A/R cash receipts, reported A/R statement detail to international intercompany accounts
- Worked with other companies to reconcile any discrepancies.

Senior Staff Accountant

- Using Navision accounting/manufacturing and TM1 software programs, maintained the chart of accounts, financial statement structure, and created vendor and customer cards.
- Assisted in the processing of payroll for 200+ employees using E-Time and ADP software. Processed weekly 401k, pension, garnishment payments, and approved and paid temporary help invoices.
- Processed expense reports according to company policy, Treasurer for activity committee.
- Assisted Human Resource department with financial matters related to employee benefits and budgeting.
- Performed Safety training for newly hired employees.

- Worked with temp help agencies to recruit and hire new manufacturing employees, paid employee expense reports and company credit card bills.

Computer Task Group (CTG)

November 1995 to August 2000

Lead Accountant, Financial Administrator

- Analyzed weekly and monthly financial reports for consistency and accuracy. Prepared necessary journal entries to correctly state revenue and expenses.
- Acted as liaison between regional office and all other business entities regarding financial issues. Performed and reviewed monthly account reconciliations.
- Established and monitored internal procedure audits.
- Supervised and coordinated the preparation of all necessary documents in satisfying key client audits.
- Performed compliance audits of subcontracting companies.
- Assisted the Controller and Assistant Controller to recruit, train, and supervise a staff of twelve accounting and six support personnel.
- Prepared and conducted employee performance evaluations and compensation reviews.
- Managed a full range of financial functions for a series of offices or departments.
- Conducted accounting transactions and provide financial analysis through the review and audit of profit and loss statements
- Ensured accurate invoicing
- Built and managed client relationships
- Secured outstanding purchase orders to guarantee accurate invoicing for monthly services. Maintained accounts receivable, analyzed collection strategy, and collected outstanding balances. Paid invoices to subcontracting companies, reconcile balance sheet accounts monthly
- Managed accounts payable while maintaining vendor relationships and paying vendor invoices. Verified accuracy of time and expenses reported by employees in accordance with company guidelines
- Ensured proper documentation for expenses and process payments
- Resolved employee payroll and benefits issues
- Provided customer service to both internal and external customers

EDUCATION

BS in Accounting from Medaille College, Buffalo, NY

AOS in Accounting from Bryant and Stratton, Buffalo, NY